



Attachment FPO - 1

**MILWAUKEE AREA TECHNICAL COLLEGE DISTRICT BOARD
FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE
MILWAUKEE, WISCONSIN
AUGUST 12, 2008**

CALL TO ORDER

The regular meeting of the Milwaukee Area Technical College District Board Finance, Personnel, and Operations Committee was held in open session on Tuesday, August 12, 2008, and called to order by Chairperson Earle at 5:01 p.m. in the Board Room, M210, at the Downtown Milwaukee Campus of Milwaukee Area Technical College.

ITEM A. ROLL CALL

Present: Ann Wilson (via telephone) and Peter Earle
Excused: Bobbie Webber

ITEM B. COMPLIANCE WITH THE OPEN MEETINGS LAW

The Finance, Personnel, and Operations Committee meeting was noticed in compliance with the Wisconsin Open Meetings Law.

ITEM C. APPROVAL OF MINUTES, June 18, 2008 – Attachment 1

Discussion None

Motion/Action The minutes of the June 18, 2008, meeting of the Finance, Personnel, and Operations Committee were approved without objection.

ITEM D. COMMENTS FROM THE PUBLIC

None

ITEM E. APPROVAL OF CONSENT AGENDA ITEMS

Discussion Mr. Earle made a motion to exclude from the Human Resources Report the line item pertaining to the position of Limited Term Assignment Manager in the Technology & Applied Sciences Division.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Earle, to exclude from the Human Resources Report the line item pertaining to the position of Limited Term Assignment Manager in the Technology & Applied Sciences Division.

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Mr. Earle noted at 5:07 p.m. that Dr. Darnell Cole, president, departed the meeting.

Mr. Michael Sargent, vice president, Finance, reported that the State Board approved MATC's request to lease space for the Office of Corporate Learning. Lease of space for the expanded Mortuary Science Program will go before the State Board in September.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Earle, to move forward the Consent Agenda, as amended.

ITEM F. ACTION ITEMS

F-1 Resolution (F0083-08-08) Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2008-09A of Milwaukee Area Technical College District, Wisconsin – Attachment 10

Discussion None

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Earle, to move forward the Resolution Authorizing the Sale of \$1,000,000 General Obligation Promissory Notes, Series 2008-2009A of Milwaukee Area Technical College District, Wisconsin.

F-2 Resolution (F084-08-08) Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-2009B of Milwaukee Area Technical College District, Wisconsin – Attachment 11

Discussion None

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Earle, to move forward the Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2008-2009B of Milwaukee Area Technical College District, Wisconsin.

F-3 Resolution (F0085-08-08) to Approve FY2008-2009 Budget Modification – Attachment 12

Discussion None

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Earle, to move forward the Resolution to Approve FY2008-2009 Budget Modification.

**F-4 Tentative FY2008-09 Finance, Personnel, and Operations
Committee Meeting Schedule**

Discussion Ms. Wilson and Mr. Earle proposed that the FPO Committee meet at 5:00 p.m. monthly on the Tuesday before the Board meeting.

ITEM G. DISCUSSION ITEMS

G-1 Advisory Audit Committee Update

Discussion Mr. Sargent reported that the Advisory Audit Committee will have its first meeting of the 2008-2009 fiscal year on August 14, 2008.

G-2 Budget Variance Report Preliminary Year End June 30 FY2007-2008 – Attachment 13

Discussion Mr. Sargent stated that MATC closed the 2007-2008 fiscal year with a strong reserve. The annual audit is currently underway. So far, the auditing team has uncovered nothing that requires significant adjustment.

G-3 Budget Variance Report July FY2008-2009 – Attachment 14

Discussion It was reported by Mr, Sargent that July started off with weak tuition and fees compared to budget. Enrollment has since improved. Mr. Sargent expects the College to operate within its approved budget.

G-4 Facilities and Parking Opportunities

Discussion Mr. Sargent reported that Administration continues to investigate opportunities to bring additional low-cost parking options to members of the MATC Community. A fuller discussion of facilities and parking opportunities will take place at the next meeting of the FPO Committee.

G-5 Local Vendors

Discussion Mr. Sargent reported that MATC is signed up to partake in a vendors fair sponsored by MMAC. He expects this to assist MATC in motivating local minority firms to participate in the MATC procurement process. A fuller discussion pertaining to local vendors will take place at the next meeting of the FPO Committee.

ITEM H. INFORMATION ITEMS

H-1 Quarterly Consultant Contracts Report – Attachment 15

Discussion None

H-2 Out-of-Country Travel Quarterly Report – Attachment 16

Discussion None

H-3 Semi-Annual MEC Report – Attachment 17

Discussion None

H-4 Annual Office of Corporate Learning 38.14 Report – Attachment 18

Discussion None

H-5 Grants Management Report – Attachment 19

Discussion None

ITEM I. MISCELLANEOUS ITEMS

I-1 Communications and Petitions

ITEM J. OLD BUSINESS/NEW BUSINESS

I-1 Date of Next Meeting, September TBD, Regular Committee Meeting, Downtown Milwaukee Campus, Board Room, (M210).

K&L Compliance with Open Meetings Law

Chairperson Earle stated that the committee intended to convene into Closed Session.

Motion It was moved by Ms. Wilson, seconded by Mr. Earle that the committee move into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider and discuss employment data of the Limited Term Assignment Manager in the Technology & Applied Sciences Division. The committee may reconvene into Open Session to take action on matters discussed in closed session.

Action Motion carried, the vote being as follows:

Ayes – Wilson, Earle
Noes - None

Closed Session

The Committee convened into Closed Session at 5:40 p.m.

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Open Session

The Committee reconvened into Open Session at 5:50 p.m.

Motion/Action It was moved by Ms. Wilson, seconded by Mr. Earle, to restore the position Limited Term Assignment Manager, Technology & Applied Sciences, to the consent agenda and extend the end date for the position from September 12, 2008, to September 23, 2008.

Adjournment

The meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Karen M. Esche-Eiff

Administrative Specialist, Finance